



HAZARDOUS WASTE & COMPLIANCE SUPERVISOR

Purpose:

To actively support and uphold the city's stated mission and values. To perform skilled technical and operational duties in the collection, diversion and disposal of hazardous waste products and other recoverable resources at the city's Household Product Collection Center and community drop-off locations. To assist in planning, developing and implementing a city-wide program to review, identify and eliminate environmental hazardous waste liability in city facilities, programs, policies and operating procedures; and to ensure the Division's compliance with federal, state and local environmental laws and permitting requirements pertaining to hazardous waste management.

Supervision Received and Exercised:

Receives direction from the Solid Waste Services Manager or from other supervisory or management staff.

Exercises direct supervision over lower level technical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; and utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Oversee and ensure operational environmental compliance for the Field Operations Division related to air quality, storm water management, hazardous materials disposal and other state or county permitting; serve as liaison regarding operational issues associated with hazardous waste disposal in work areas including Field Operations, and other areas as appropriate; and develop or oversee the

CITY OF TEMPE

Hazardous Waste & Compliance Supervisor (continued)

development of operating plans that ensure environmental compliance specific to the Household Product Collection Center (HPCC) and associated with various Field Operations division operations;

- Oversee daily operations of the city's Household Product Collection Center; identify unknown chemicals; bulk hazardous materials for transport in compliance with Department of Transportation (DOT) regulations; respond to citizen calls and complaints on issues including improperly disposed household hazardous materials and/or illegal dumping occurring in the City of Tempe right-of- way; and manage staff and resources including personnel, materials, budget, and contracted services;
- Develop and implement city-wide policy and procedure manuals for hazardous and non-hazardous waste; counsel and provide detailed information to city management and the general public on the proper storage and disposal of household hazardous waste; and provide detailed information and technical assistance to regulated industries;
- Develop HPCC strategic plan; and assist in the development of annual and long range integrated waste management plans;
- Prepare and provide technical assistance to city departments and various operational areas on the preparation of non-hazardous and hazardous waste applications to Environmental Protection Agency (EPA) and Arizona Department of Environmental Quality (ADEQ).
- Develop and maintain environmental databases which serve as a reference library for regulatory compliance; study new Environmental Protection Agency (EPA) & Occupational Safety and Hazard ACT (OSHA) regulations and relevant material and attend meetings and workshops to ensure the city remains current on all hazardous waste environmental issues;
- Prepare annual reports on waste generation at city facilities to be submitted to Arizona Department of Environmental Quality (ADEQ) and/or EPA; assist in developing a hazardous waste compliance program for city operations impacted by federal, state and local regulations;
- Represent the Field Operations Division on committees such as the Tempe Environmental Quality Alliance, North American Hazardous Materials Managers Association, Solid Waste Association of North America, etc; and attend public hearings and legislative hearings relating to household hazardous waste and other hazardous waste environmental issues that may impact the city;

CITY OF TEMPE

Hazardous Waste & Compliance Supervisor (continued)

- Assist the Solid Waste Services Manager with special assignments and/or program coordination;
- Perform other related duties as assigned.

Minimum Qualifications:

Experience:

Five years of professional level experience in environmental program management, hazardous waste programming, environmental compliance or environmental engineering.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in Environmental Engineering, Environmental Science, Chemistry, or a degree related to the core functions of this position.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

Possession of, or required to obtain within 90 days of hire, a 40 Hour Hazwopper training certificate. Possession of OSHA training certificates is preferred.

Examples of Physical and/or Mental Activities:

- Lift heavy objects up to 50 lbs.
- Move heavy objects up to 800 pounds with forklift, dolly, etc.
- Operate city vehicles such as trucks
- Climb stairways, ladders, and work on elevated structures
- Traverse uneven surfaces
- Work in a stationary position for considerable periods of time
- Operate computers, calculators and other office machines
- Reading and close vision work
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

Competencies:

Effective September 1996

Revised October 2000

Revised and renamed July 2002

Revised July 2003 – Range adj

Revised October 2003 – Range adj

Revised November 2006 (change job title, revise responsibilities, increase experience guidelines to 5 yrs)

Revised September 2014 (change job title, revise job duties)

CITY OF TEMPE
Hazardous Waste & Compliance Supervisor (continued)

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 403

Status: Exempt/ Classified